

FACILITIES MANAGEMENT

BUDGET UNIT: MAINTENANCE DIVISION (AAA FMD FMM)

I. GENERAL PROGRAM STATEMENT

The Maintenance Division of the Facilities Management Department administers the county's maintenance services provided to county owned and some leased facilities through a combination of in-house personnel and private service providers. In addition, the Maintenance Division is responsible for the minor remodel and maintenance portion of the county capital improvement program.

II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|-----------------------------------|---------------------------|---------------------------|------------------------------|---|
| Total Appropriation | 6,945,474 | 7,226,422 | 6,980,990 | 7,185,160 |
| Total Revenue | 3,207,557 | 3,475,000 | 3,265,000 | 3,300,000 |
| Local Cost | 3,737,917 | 3,751,422 | 3,715,990 | 3,885,160 |
| Budgeted Staffing | | 61.0 | | 57.4 |
| <u>Workload Indicators</u> | | | | |
| Square feet maintained | 4,175,000 | 4,175,000 | 4,285,000 | 4,285,000 |
| Maintenance trouble calls | 11,037 | 12,000 | 12,000 | 12,000 |
| Maintenance requisitions | 1,020 | 1,200 | 1,000 | 1,000 |

Actual expenses were lower in 2002-03 due to vacant positions and savings in services and supplies.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing reductions of 3.6 include the deletion of 1.0 General Maintenance Mechanic and 1.0 General Maintenance Worker as outlined in the Facilities Management Department 4% Spend Down plan. In addition to these position deletions, the department has deleted 1.0 General Maintenance Mechanic and reduced funding to 73% for one Electrician and one General Maintenance Mechanic (0.6 budgeted staffing). The additional reductions are necessary in order to fund the increase in MOU, retirement, and Risk Management Workers Compensation costs.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has 2.4 vacant positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|------------------------------------|------------|---------------------|
| Vacant Budgeted Not In Recruitment | 1.4 | Slated for Deletion |
| Vacant Budgeted In Recruitment | <u>1.0</u> | Retain |
| Total Vacant | 2.4 | |

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Vacant Position Restoration Request:

The department has submitted a policy item for restoration of a 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item # 1 which would restore the department's request of the 1.0 vacant Maintenance Supervisor position for maintenance services. All costs are 100% reimbursable from Capital Improvement Projects and other maintenance requests from county departments.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|------------|------|----------------------|--------------------------------------|---|
| x | 1 | Maintenance Services | 1.0 \$70,367 Revenue Supported | Maintenance Supervisor to monitor the completion of minor Capital Improvement Program projects. |

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Maintenance
FUND: General AAA FMD FMM

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D E Board Approved Base Budget |
|-----------------------------|----------------------------------|-------------------------|--------------------------|-------------------------|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | |
| <u>Appropriation</u> | | | | | |
| Salaries and Benefits | 3,145,148 | 3,298,902 | 260,812 | - | 3,559,714 |
| Services and Supplies | 3,787,777 | 3,870,100 | (94,219) | - | 3,775,881 |
| Central Computer | 24,695 | 24,695 | (4,394) | - | 20,301 |
| Transfers | <u>23,370</u> | <u>32,725</u> | <u>(33,485)</u> | <u>-</u> | <u>(760)</u> |
| Total Appropriation | 6,980,990 | 7,226,422 | 128,714 | - | 7,355,136 |
| <u>Revenue</u> | | | | | |
| Current Services | <u>3,265,000</u> | <u>3,475,000</u> | <u>(70,000)</u> | <u>-</u> | <u>3,405,000</u> |
| Total Revenue | 3,265,000 | 3,475,000 | (70,000) | - | 3,405,000 |
| Local Cost | 3,715,990 | 3,751,422 | 198,714 | - | 3,950,136 |
| Budgeted Staffing | | 61.0 | (2.0) | - | 59.0 |

GROUP: Internal Services
DEPARTMENT: Facilities Management - Maintenance
FUND: General AAA FMD FMM

FUNCTION: General
ACTIVITY: Property Management

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ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|-----------------------------|-------------------------------------|---|----------------------------------|------------------------------|---|--------------------------------------|----------------------------------|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| <u>Appropriation</u> | | | | | | | |
| Salaries and Benefits | 3,559,714 | (31,784) | 3,527,930 | (147,699) | 3,380,231 | 70,367 | 3,450,598 |
| Services and Supplies | 3,775,881 | (150,528) | 3,625,353 | - | 3,625,353 | - | 3,625,353 |
| Central Computer | 20,301 | - | 20,301 | - | 20,301 | - | 20,301 |
| Transfers | <u>(760)</u> | <u>12,336</u> | <u>11,576</u> | <u>-</u> | <u>11,576</u> | <u>-</u> | <u>11,576</u> |
| Total Exp Authority | 7,355,136 | (169,976) | 7,185,160 | (147,699) | 7,037,461 | 70,367 | 7,107,828 |
| <u>Revenue</u> | | | | | | | |
| Current Services | 3,405,000 | (105,000) | 3,300,000 | (70,367) | <u>3,229,633</u> | 70,367 | 3,300,000 |
| Total Revenue | 3,405,000 | (105,000) | 3,300,000 | (70,367) | 3,229,633 | 70,367 | 3,300,000 |
| Local Cost | 3,950,136 | (64,976) | 3,885,160 | (77,332) | 3,807,828 | - | 3,807,828 |
| Budgeted Staffing | 59.0 | (1.6) | 57.4 | (3.0) | 54.4 | 1.0 | 55.4 |

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Base Year Adjustments

| | | |
|-----------------------|-----------------|--|
| Salaries and Benefits | (86,841) | 4% Spend Down Plan - delete 1.0 General Maintenance Mechanic and 1.0 General Maintenance Worker. |
| | 88,779 | MOU. |
| | 166,393 | Retirement. |
| | 32,634 | Risk Management Workers Comp. |
| | <u>59,847</u> | Full year funding for maintenance staff at West Valley Juvenile Hall. |
| | <u>260,812</u> | |
| Services & Supplies | (103,770) | 4% Spend Down Plan. |
| | 14,351 | Risk Management Liabilities. |
| | <u>(4,800)</u> | 30% Cost Reduction Plan. |
| | <u>(94,219)</u> | |
| Central Computer | <u>(4,394)</u> | |
| Transfers | (32,724) | 4% Spend Down Plan. |
| | <u>(761)</u> | Incremental Change in EHAP. |
| | <u>(33,485)</u> | |
| Total Appropriation | <u>128,714</u> | |
| Total Revenue | <u>(70,000)</u> | 4% Spend Down Plan. |
| Local Cost | <u>198,714</u> | |

Recommended Program Funded Adjustments

| | | |
|-----------------------|------------------|--|
| Salaries and Benefits | (36,993) | Delete 1.0 General Maintenance Mechanic. |
| | (13,622) | Delete .3 Electrician. |
| | (14,857) | Delete .3 General Maintenance Mechanic. |
| | <u>33,688</u> | Projected costs for step increases. |
| | <u>(31,784)</u> | |
| Services and Supplies | (139,191) | Reduce Building Maintenance Budget to better reflect projected expenditures. |
| | (11,337) | GASB 34 Accounting Change (EHAP). |
| | <u>(150,528)</u> | |
| Transfers | 999 | Increase in services provided by county sign shop. |
| | <u>11,337</u> | GASB 34 Accounting Change (EHAP). |
| | <u>12,336</u> | |
| Total Appropriation | <u>(169,976)</u> | |
| Revenue | | |
| Current Services | <u>(105,000)</u> | Revenue reduction budgeted to reflect projected revenues. |
| Total Revenue | <u>(105,000)</u> | |
| Local Cost | <u>(64,976)</u> | |

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Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|-------------------|--------------------------|----------------------------------|----------------|-------------------|
| Vacant Budgeted Not In Recruitment - Delete | 3 | 1.4 | 77,332 | - | 77,332 |
| Vacant Budgeted In Recruitment - Retain | - | 1.0 | 70,367 | 70,367 | - |
| Total Vacant | 3 | 2.4 | 147,699 | 70,367 | 77,332 |
| Recommended Restoration of Vacant Deleted | | 1.0 | 70,367 | 70,367 | - |

Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|--|------------------------|--------------------------|----------------------------------|----------------|-------------------|
|--|------------------------|--------------------------|----------------------------------|----------------|-------------------|

Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

| | | | | | |
|--------------------------------------|--------------|-------------|-----------------|----------|-----------------|
| <i>Electrician</i> | 7975 | (.7) | (40,339) | - | (40,339) |
| <i>General Maint Mechanic</i> | 77325 | (.7) | (36,993) | - | (36,993) |
| Subtotal Recommended - Delete | | (1.4) | (77,332) | - | (77,332) |
| <i>Maintenance Supervisor</i> | 7189 | (1.0) | (70,367) | (70,367) | - |
| Subtotal Recommended - Retain | | (1.0) | (70,367) | (70,367) | - |
| Total Slated for Deletion | | (2.4) | (147,699) | (70,367) | (77,332) |

Vacant Budgeted In Recruitment - Retain

| | | | | |
|-----------------------------|---|---|---|---|
| | - | - | - | - |
| Total in Recruitment Retain | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.